

Job Description

Job Title: Process Engineer

Purpose and Scope of Position

The Process Engineer installs and maintains equipment and processes for manufacturing and testing pharmaceutical products, ensuring that everything runs safely and efficiently and meets regulatory standards.

The Process Engineer is responsible for verifying that equipment is in good working order before use, cleaning equipment after use, and keeping documented records of equipment checks and cleaning.

The equipment the Process Engineer is responsible for includes:

- Spectrophotometer
- Bacterial Incubator
- Shaker/Incubator
- Heat Block
- Micropipettes

Refer to 'Kit Equipment List' document for more information on each piece of equipment.

Duties and Responsibilities

- Verify that equipment is functioning properly prior to use.
- Clean and maintain all laboratory equipment before and after use – according to SOPs.
- Complete all required documentation in an accurate and timely manner.
- Communicate information about equipment to the rest of the team in a timely fashion.
- Adhere to safe working practices.

Vocabulary

SOPs – Standard Operating Procedures – These documents are very detailed laboratory protocols. SOPs must be followed in exactly the same way every time during biomanufacturing.

Documentation – This term refers to all documents that record information about the biomanufacturing process. This includes: employee training, batch records, product testing etc.

Batch Record - A document that provides the complete manufacturing history of a pharmaceutical product.

